



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS  
AGRICULTURAL RESEARCH SERVICE  
[www.ars.usda.gov](http://www.ars.usda.gov)

*"Solving Problems for the Growing World"*

**VACANCY ANNOUNCEMENT**

**Announcement Number:** ARS-X5S-0254  
(All Sources)

**Position Title/Series/Grade:**

Tractor Operator  
WG-5705-05

**Promotion Potential:** None

**Employment Type:** Permanent, Full-Time

**Grade and Salary Range:**

WG-05 \$13.01-15.16 Per Hour

**Location of Position:**

U.S. Horticultural Research Laboratory  
Fort Pierce, Florida  
Duty Station: Leesburg, Florida

**Who Can Apply:**

All U.S. Citizens

**Opening Date:** September 12, 2005

**Closing Date:** September 26, 2005

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

**Contact Information**

**Human Resources Specialist:**

Jennifer Gilman  
(301) 504-1568

**Location Contact Information:**

Mary Martinez  
(772) 462-5802

**DC Relay Service:** (202) 855-1234 (TDD)

**Send Applications to:**

USDA, Agricultural Research Service  
Human Resources Division  
Attn: Jennifer Gilman  
5601 Sunnyside Avenue, Stop 5105  
Beltsville, MD 20705-5105

**Fax:** (301) 504-1535

**E-mail:** [scirecruit@ars.usda.gov](mailto:scirecruit@ars.usda.gov)

Applications must be postmarked, e-mailed, or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the **Application Package Checklist** at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at:

[http://www.ars.usda.gov/main/site\\_main.htm?modecode=66-18-00-00](http://www.ars.usda.gov/main/site_main.htm?modecode=66-18-00-00)

**Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.**

**Major Duties:**

The incumbent is responsible for the daily care and maintenance of research land. The incumbent will be required to perform the following duties:

- Operate small, light field/farm tractors powered by gasoline motors.
- Steer tractors using tiller, bars, or conventional steering wheel.
- Use mowers and appropriate attachments for cutting lawns and weeds along roadside.
- Use simple agricultural tools, such as post-hole diggers, sprayers, and small trailers, to carry out farming and grounds maintenance operations.
- Operate motor vehicles, including a pick-up truck and motorized cart, to tow or transport agricultural materials, tools, and light-weight equipment.
- Perform basic operator maintenance, such as checking and replenishing fluids to proper levels and lubricating the equipment.

**Working Conditions:**

Work is performed inside and outside. Incumbent is exposed to unpleasant noise levels, vibration, and jolting from the tractor and towed vehicles. Outside work often exposes the incumbent to long periods of hot sun and occasionally to bad weather. Incumbent may be exposed to chemical dust and sprays, so he or she must follow prescribed safety practices and use proper safety equipment (protective clothing and respirators) to avoid injury and possible hazards in the work.

**Physical Requirements:**

Work requires frequent arm and leg movement to manipulate tractor controls. The incumbent exerts light to moderate physical effort when coupling and uncoupling towed vehicles.

**Incumbent will be required to undergo a pre-employment physical examination.**

**Certification/License Requirements:**

A valid motor vehicle operators license is required.

**Qualifications:**

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed below:

1. Ability to do the work of a tractor operator (SCREEN OUT-Candidates not meeting this element will be considered ineligible for the position).
2. Ability to operate a tractor and attached or towed equipment.
3. Work practices (including attaching and adjust equipment and performing operator maintenance).
4. Ability to interpret and follow instructions.

Applicants will also be required to complete the **SUPPLEMENTAL QUESTIONNAIRE LOCATED AT THE END OF THIS ANNOUNCEMENT** in addition to their normal application. Applicants who fail to complete and return the questionnaire will **NOT** receive further consideration for the position.

## **Other Important Information**

### **Benefits Package:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

### **Veteran's Preference:**

For further details, call the U.S. Office of Personnel Management (OPM) at 478-757-3000 or TDD 478-744-2299. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

### **Relocation Expenses:**

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletin 03-402, which may be found at: [http://www.afm.ars.usda.gov/hrd/staffing\\_recruit/reloweb.htm](http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm).

### **Financial Disclosure Requirement:**

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

### **False statements:**

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

### **Optional Form 306, (Declaration for Federal Employment):**

If you are selected for this position, you will be required to complete this form before an offer may be made.

### **USDA Surplus/Federal Displaced Employees:**

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

### **Selective Service System:**

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**Reasonable Accommodation:**

Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

**Civil Rights Policy Statement:**

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).**

## Application Package Checklist

**If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.**

- ☐ Optional Form 612 (Optional Application for Federal Employment [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications.
- ☐ Completed Supplemental Questionnaire (**LOCATED AT THE END OF THIS ANNOUNCEMENT**).

**The following information is required of all applicants:**

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit <http://www.opm.gov/veterans/html/vetguide.asp> for additional information).
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
  - \_\_\_ Job title
  - \_\_\_ Series/grade (if Federal employment)
  - \_\_\_ Duties and accomplishments
  - \_\_\_ Employer's name and address
  - \_\_\_ Supervisor's name and contact information
  - \_\_\_ Starting and ending dates of employment (at least month & year)
  - \_\_\_ Number of hours worked per week
  - \_\_\_ Salary
  - \_\_\_ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
  - \_\_\_ Certificates/licenses (current)
  - \_\_\_ Honors, awards, and special accomplishments

\_\_\_\_ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)

- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading “Other Education” for information governing acceptability of this type of education.)
- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion AND competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)

**If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.**

**SUPPLEMENTAL APPLICANT QUESTIONNAIRE  
TRACTOR OPERATOR, WG-5705**

**Name:** \_\_\_\_\_

**Announcement Number:** ARS-X5S-0254

**Note to applicant:** Information presented will be used to rate your application. You cannot be given credit for work you do not document. All questions must be answered. Questions not answered will be considered to indicate you have not performed that particular work.

1. Check all the equipment you have operated:

- ☐ Field/Farm-tractors
- ☐ Forklift
- ☐ Motor Vehicle
- ☐ Pick-up trucks
- ☐ Riding mower
- ☐ Warehouse-type tractors
- ☐ Others. Please identify: \_\_\_\_\_

2. Check all the towed or attached equipment you have used:

- ☐ Aerators
- ☐ Backhoes
- ☐ Boom slope mowers
- ☐ Chippers
- ☐ Disks
- ☐ Front-end loading devices
- ☐ Harrows
- ☐ Movable dozer blades
- ☐ Mowers
- ☐ Plows
- ☐ Post hole diggers
- ☐ Sprayers
- ☐ Trailers
- ☐ Wheeled carts
- ☐ Others. Please identify: \_\_\_\_\_

3. Check the types of connections between the towed or attached equipment with which you have experience:

- ☐ Basic coupling devices
- ☐ Hydraulic connections
- ☐ Mechanical connections

4. Check the types of surfaces and areas in which you have operated a tractor:

- ☐ Ditches
- ☐ Holes
- ☐ Lawns
- ☐ Level surface
- ☐ Open fields
- ☐ Orchards
- ☐ Parks
- ☐ Paved Roadways
- ☐ Ravines
- ☐ Rough terrain
- ☐ Slopes
- ☐ Steep hills
- ☐ Uneven terrain

5. Check the types of experiences you have in maneuvering and operating tractors and equipment:

- ☐ Along fences
- ☐ Along curbs
- ☐ Between and around ponds
- ☐ Between furrows
- ☐ Between shrubs and trees
- ☐ Contour planting
- ☐ Experimental research field plots
- ☐ Marshy areas
- ☐ Plowing fields
- ☐ Snowy areas

6. Check the following tasks you have performed in the servicing and maintenance of equipment:

- ☐ Adding hydraulic fluid
- ☐ Adding oil
- ☐ Changing blades
- ☐ Changing filters
- ☐ Lubricating parts
- ☐ Sharpening blades

7. Check the following experiences you have had in operating equipment:

- ☐ Operate tractor while raising and lowering attached equipment
- ☐ Operate boom slope mowers to cut grass on slopes while operating tractor
- ☐ Make multiple connections from equipment to tractor
- ☐ Set height of mower blades
- ☐ Set depth of plow blades



- ☐ Adjust rate of application for seeders and sprayer attachments
- ☐ Determine power requirements
- ☐ Choose proper gears, speeds, and angles of turns

8. Check the response(s) that describes your work situation(s).  
Check all that apply:

- ☐ Complete work under close supervision, with specific instructions for each step of a job
- ☐ Complete work according to specific oral and/or written instructions and established work schedules
- ☐ Complete work according to general oral and/or written instructions and established methods
- ☐ Complete work from instructions outside the established methods such as depth to plow a field; space between furrows; depth to plant a crop; and/or type of fertilizer to use
- ☐ Complete work independently based on general project directions from supervisor
- ☐ Complete work by responding to frequent, new, or changed instructions
- ☐ Provide instruction to other operators

9. Check the types of records you have kept:

- ☐ Gas use records
- ☐ Supplies/purchase records
- ☐ Vehicle maintenance records
- ☐ Water schedule records

10. Can you:

- Lift up to 25 lbs.    Yes ☐    No ☐  
 Lift 25-50 lbs.    Yes ☐    No ☐  
 Lift 50-100 lbs.    Yes ☐    No ☐

11. Have you had safety training covering tractor operation?

☐ Yes    ☐ No

If yes, explain:

12. Have you received any safety awards?

☐ Yes    ☐ No

If yes, please identify:

13. Have you had any work related accidents in the last:

☐ Year

- ☐ 2 years  
☐ 3 years  
☐ 4 years  
☐ 5 years

If yes to any of the above, please explain:

- 14. Do you have a valid motor vehicle operators' license?**

Yes      No

- 15. Do you have a valid pesticide applicator's license?**

Yes		No	
1	2	3	4

If no, would you be willing to obtain a license?

Yes No

**I certify the information provided in this questionnaire is correct and accurate to the best of my knowledge.**

Signature

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Date